



BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division

SCHEDULE NO.

C-710A2

PAGE NO.

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RECORDS RETENTION AND DISPOSAL SCHEDULE

FINANCE

REVENUE

AGENCY

DIVISION

ITEM
NO.

DESCRIPTION

RETENTION

This ammendment adds, as Item # 68,
CLOSED BANKRUPTCY FILES to Schedule
C710.

68.

CLOSED BANKRUPTCY FILES

These files contain but are not limited to
Petition for Bankruptcy forms and all
related memoranda or correspondence related
to each bankruptcy filing in Baltimore
County. They are filed alphabetically by
name of petitioner.

Retain in office for
five (5) years after
determination on
petition is made,
then destroy.

SCHEDULE APPROVED BY
RECORDS MANAGEMENT OFFICER

10/27/94 Gerald A. Lunt
DATE SIGNATURE

SCHEDULE APPROVED BY
COUNTY ADMINISTRATIVE OFFICER

11/1/94
DATE

William E. Ke
SIGNATURE

SCHEDULE APPROVED BY
AGENCY, OR DIVISION REPRESENTATIVE

10/25/94
DATE

Anthony Lunt
SIGNATURE

SCHEDULE APPROVED BY
STATE ARCHIVIST

DEC 21 1994

DATE

Edward C. Papenfuss
SIGNATURE

SIGNATURE

INSTRUCTIONS - TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. Box 275
Jessup, Maryland 20794

AGENCY RECORDS INVENTORY

Page 1 of 1

1. DEPARTMENT/AGENCY

Finance

2. DIVISION

Revenue

3. UNIT

DEFINITION-RECORD SERIES-

A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE

Closed Bankruptcy Files

5. EARLIEST YEAR/LATEST YEAR

1985 to Present

6. RECORD SERIES DISCRIPTION

(BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

*Bankruptcy Petition Form
Correspondence
Notes
Supporting documentation:*

7. RECORDS SERIES FORMST(S)

☐ LETTER SIZE ☐ MICROFILM

☒ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER(SPECIFY)

8. RECORDS SERIES SEQUENCE

☒ ALPHABETICAL

☐ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER SPECIFY

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☒ COMPUTER TAPE(S)

NUMBER ☐ OTHER SPECIFY

10. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REELS(S)

☒ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

11. FILE US USED

☐ DAILY

☐ WEEKLY

☒ MONTHLY

12. FILES BECOME INACTIVE AFTER

when proceeding

☐ MONTH(S)

☐ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

(If yes, specify agency or office)

*Finance - Revenue
Courthouse
400 Washington Ave
Towson, MD. 21204*

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES

☒ NO

15. ACCESS RESTRICTIONS

☐ YES ☒ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE

☐ STATE

☐ FEDERAL

☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
describe and hardware/software)

☒ YES

☐ NO

*Filed by name of individual or
corporation filing petition.*

18. RECOMMENDED RETENTION

5 years

19. NAME AND TITLE OF PREPARER

Kathleen Farren

20. TELEPHONE NUMBER

887-5798

21. DATE

11/10/94